

Responses to Energy Efficiency Utility Fiscal Agent Bidder Questions

The Public Service Board's ("Board") Request for Proposals for a Fiscal Agent for the Energy Efficiency Utility Fund stated that the Board would respond to all written questions from potential bidders received by October 14, 2005. The questions the Board received by the deadline are shown below. The Board's responses are printed in italics below each question.

1. Please provide a breakout of the estimated long-run monthly hours for each of the following tasks required of the Fiscal Agent (FA):
 - Perform start-up activities;
 - Collect the EEC and other funds from the 21 Vermont electric distribution utilities, including determining delinquencies and providing the utility and the Board with a written summary of the findings and conclusions that led to the delinquency notice;
 - Contact electric distribution utilities, as necessary, to ensure that they remit payments completely and on a timely basis;
 - Manage funds, including accumulating and storing data reported by utilities, analyzing the database to compare current reported data to previously reported data, making appropriate inquiries of utilities that file returns with unexpected increases or decreases in contributions, assisting utilities with reconciliation of any data entry errors in financial reporting records;
 - Disburse funds to eligible recipients;
 - Track annual fund receipts and disbursements, of wires charges and other related funds, including monitoring receipts and disbursements compared to monthly and annual projected amounts by tracking accounts receivable and payable, as well as funds spent in other categories;
 - Provide the Board and the EEU with monthly and annual reports, letting the Board know of any significant financial problems;
 - Support an independent audit;
 - Coordinate with the Contract Administrator;
 - Provide current financial statements and account reports at the request of the Board or the Contract Administrator, provide full historical fund reports at the request of the Board or Contract Administrator, keep a general ledger and up-to-date spreadsheets on projected and actual collections and disbursements, and perform bank reconciliations for the wires charge accounts;
 - Meet in Montpelier, VT, plus travel time;
 - Additional responsibilities arising from Act 61; and
 - Other.

The Board is unable to provide the requested breakout because it expects that the amount of time it will take to perform each task will differ, depending on the approach to the task taken by each bidder. In addition, the Board has not yet determined how to implement Act 61. Therefore, it cannot predict how the implementation of that Act might affect the Fiscal Agent's responsibilities. The Request for Proposals specifically noted that the resulting contract may need to be modified later if implementation of Act 61 results in changes to the Fiscal Agent's scope of work. The Board can clarify that it expects the one meeting in Montpelier during the

contract term (see Section II.J of the Request for Proposals) to last no more than 4 hours; travel time to that meeting will obviously depend on where the bidder is located.

2. RFP page 8, item II(A) reads, in part, "The FA will be directly responsible for collecting the Energy Efficiency Charge and other funds . . ." What, specifically, is meant by "other funds"?

The phrase "and other funds" should not have been included in the Request for Proposals. It refers to a situation in which one electric utility used a different mechanism than the Energy Efficiency Charge to fund its ratepayers' contributions to the Energy Efficiency Utility program. This situation no longer exists; all payments into the Energy Efficiency Utility Fund during the 2006-2008 time period are expected to be Energy Efficiency Charge collections.

3. RFP page 11, item "K" reads, in part, "All products of the FA's work, including outlines, reports . . . computer programs, databases . . ." Please acknowledge that licences for third-party computer programs, such as Microsoft Access and Microsoft Excel, are not transferable from the FA to the Board.

Yes, licences for third-party computer programs, such as Microsoft Access and Microsoft Excel, would not be transferable from the FA to the Board. However, databases and spreadsheets created using those programs as part of the FA's responsibilities under a contract resulting from the Request for Proposals would be property owned by the State of Vermont.